

	CODIS/AFIS INVESTIGATIVE FOLLOW UP	Operations Order 8.4.00
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1. PURPOSE

- To establish responsibilities, duties, and guidelines for follow up and documentation regarding a Combined DNA Index System (CODIS) and/or Automated Fingerprint Identification System (AFIS) "hit" throughout the Department.

2. ROLES AND RESPONSIBILITIES

A. CODIS/AFIS Administrator or Designee	Will forward a hit notification packet/email to case agent and case agent supervisor
B. Case Agent	Will conduct follow-up on applicable hit and respond back to the CODIS/AFIS administrator as prescribed in this order
C. Case Agent's Chain of Command	Will ensure follow-up by case agent as prescribed by this order

3. CODIS/AFIS "HIT" NOTIFICATION PROCEDURES

- A. Upon notification of a CODIS/AFIS "hit", the assigned case agent will complete an Incident Supplement within **30 DAYS** specifically noting the following:

- (1) List the subject with the appropriate designation (investigative lead, witness, victim, etc.)
- (2) Add as much personal identifying information as possible (date of birth (DOB), social security number (SSN), master name index (MNI) number, etc.)
- (3) Detail why the "hit" was deemed probative or non-probative to the case
 - (a) If a "hit" is deemed probative, the case agent will research the investigative lead's current location using all available investigative resources.
 - (b) The case agent will document in the Incident Supplement where he/she believes the investigative lead is currently located.
 - (c) If the case agent is unable to locate the investigative lead, the case agent will document this in the Incident Supplement and create a BOLO (Be On Look Out), with an "ALERT" (see [Operations Order 7.3.00, Initial Investigative Procedures](#), for information on BOLOs).
- (4) Prior to contact with the subject, the case agent will:
 - Contact all ADULT sexual assault/misconduct victims, to determine if the identified subject is a consensual sex partner.
 - Consider contacting the victim to determine if prosecution is desired.
 - Consider contact with the identified subject in an attempt to clear the case.
- (5) If the case is outside the identified statute of limitations, the identified subject will not be located and/or contacted, and an Incident Supplement will be completed to document these facts.

- B. On a CODIS "hit", once the case agent obtains the DNA confirmation samples from the investigative lead, an Incident Supplement will be completed to impound the samples by selecting *CODIS Confirmation Standard* as the Evidence "Category".

- C. On an AFIS "hit", once the case agent interviews the investigative lead, an Incident Supplement will be completed to document the interview.

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3. D. In order to prevent further notifications pertaining to a specific CODIS/AFIS “hit”, once the case agent has completed an Incident Supplement documenting whether the “hit” was probative or non-probative, the case agent will send an email to lab.arrest.notification.ppd@phoenix.gov advising the Laboratory Services Bureau (LSB) personnel to administratively close out that specific CODIS/AFIS “hit.”
- E. If no investigative steps are taken by the case agent within **30 DAYS**, notification will be made to the case agent and his/her sergeant.
- F. If no investigative steps are taken by the case agent within **60 DAYS**, a second notification will be made to the case agent, sergeant, and lieutenant.
- G. If no investigative steps are taken by the case agent within **90 DAYS**, final notification will be made to the case agent, sergeant, lieutenant, and the bureau commander.

Last Organizational Review: